Permitting Services Plan/Document Submittal Requirements

Plan Submittal General Requirements:
All plans submitted to the City of Rockville through My Government Online (MGO) must follow these guidelines. Additionally, plans must include all applicable information outlined on the Plan Submittal Checklists. Plans and documents not adhering to these guidelines or missing required information WILL be deemed incomplete, returned for applicant correction, and potentially delay the review turnaround.

If you have specific questions or issues with MGO, please refer to the Customer Guide.

Only PDF files will be accepted. When using a digital signature, specific security settings must be applied to construction documents to ensure plans can be marked up by City of Rockville staff while retaining the validity of these signatures. Below are the correct security settings for Adobe Acrobat and Bluebeam Revu. Plans containing more restrictive or less restrictive security settings WILL be returned for correction, and the review timeline may be delayed.

ADOBE ACROBAT	**BLUEBEAM REVU**
Printing: Allowed	Printing: Allowed
Changing the Document: Not Allowed	Changing the Document: Restricted
Document Assembly: Not Allowed	Assembling the Document: Restricted
Content Copying: Allowed	Copying or extracting content: Allowed
Content Copying for Accessibility: Allowed	Extracting content for accessibility: Allowed
Page Extraction: Allowed	Adding Markups: Allowed
Commenting: Allowed	Filling in form fields: Allowed
Filling of Form Fields: Allowed	Signing digital signature fields: Allowed
Signing: Allowed	Creating template pages: Allowed
Creation of Template Pages: Allowed	

File Naming Convention
Files must be saved using the following naming convention prior to uploading:
[house or building number] [add space] [street name] [add space] [suite number if applicable] [add space] [document description].

> Ex. 111 Maryland Ave buildingplans or 111 Maryland Ave suite200 buildingplans

Amended or revised plans should have a suffix labeled [amend] / [rev].

> Ex. 111 Maryland Ave buildingplans amend or 111 Maryland Ave suite200 buildingplans rev

Plans containing multiple pages must be submitted as a full set, combined into a single PDF file. Architectural and MEP plans, for example, may be submitted as separate sets to retain digital signatures, but documents should be combined whenever possible. Materials specifications and supporting documentation (e.g., COM-Check Reports, Engineer's Reports, etc.) can be submitted as a separate, combined PDF file.

The City of Rockville accepts both digital and electronic seal and signature on plans. The digital signatures encrypted by an approved third-party agency must have settings enabled to allow for plan review markup and stamping in Bluebeam. The title sheet must have an 8 ½" x 11" space or include a blank page for jurisdictional comments. Commercial and multifamily residential plans must be signed, sealed, and certified in accordance with COMAR 09.21.02.03 (for Architects), COMAR 09.23.03.09 (for Engineers), and COMAR 09.13.06.12 (for Land Surveyors). The title block must contain all required information outlined in COMAR 09.21.02.04 (for Architects) or COMAR 09.23.03.10 (for Engineers). The expiration date of the Design Professional's license on the professional certification must be current at the time of application for permit. Plans that do not have a signature/seal, professional certification, and title block complying with the applicable requirements WILL be deemed incomplete, returned for applicant correction, and potentially delay the review turnaround.

Document Submittal Requirements:
Additional files such as plats, height certifications, checklists, etc., are required to be uploaded as separate PDF files and must follow the naming convention indicated in the example above.

PDF files are also required for verification items such as trade licenses.

The City of Rockville Permitting Services staff is not able to provide technical assistance pertaining to the editing, signing or combination of PDF documents. Please contact your network administrator, IT personnel or the PDF software help manual if you are having difficulty with any of these processes.